



**City of Sherwood
PLANNING COMMISSION**

**Stewart Senior/Community Center
855 N. Sherwood Boulevard**

June 4, 2002

**Regular Meeting -7:00 PM
Work Session after Regular Meeting**

A G E N D A

- 1. Call to Order/Roll Call**
- 2. Consent Agenda – May 7, 2002 PC Minutes**
- 3. Agenda Review**
- 4. Presentation by PSU Planning Study Group re: Transit Study**
- 5. Community Comments** *are limited to items NOT on the printed Agenda.*
- 6. Public Hearings:** No hearings scheduled.
- 7. New Business**
 - A. Report from Council Liaison** (*Ken Shannon*)
 - B. Review Work Program** (*Dave Wechner, Planning Director*)
- 8. Adjourn to Work Session**
 - A. Continue review of potential changes to use designations in zoning districts.**
 - B. Review Issue Paper suggesting corrections to residential density figures.**

**ITEMS NOT COMPLETED BY 11:00 PM WILL BE CONTINUED
TO THE NEXT REGULARLY SCHEDULED MEETING**

APPROVED MINUTES

City of Sherwood, Oregon
Planning Commission Minutes
June 4, 2002

1. Call to Order/Roll Call

Chair Adrian Emery called the Planning Commission meeting to order at 7:00 PM.

Commission Members present:

Patrick Allen (7:15 PM)
Adrian Emery
Kevin Henry (9:00 PM)
Jean Lafayette
Ken Shannon
Lee Weislogel

Staff:

Dave Wechner, Planning Director
Keith Jones, Senior Planner
Terry Keyes, City Engineer

Commission Members absent:

Bill Whiteman

2. Consent Agenda – May 7, 2002 PC Minutes

Chair Emery asked if there were any additions or corrections to the minutes. There were no changes to the minutes.

Jean Lafayette moved the Planning Commission accept the May 7, 2002 Planning Commission meeting minutes as presented. Seconded by Lee Weislogel.

Vote for Passage of Motion: 3-Yes, 0-No, 1-Abstain (Emery)

3. Agenda Review

The Commission made the following changes to the Agenda:

- Add to 6-4-02 Agenda under Old Business – request from City Council for the Commission’s opinion on letter dated May 28, 2002 from Alpha Engineering regarding PA 01-04 Old Town Design Standards Plan Text Amendments. Copies of the letter were distributed to the Commission.
- Work Session on June 18, 2002 – Issue Paper regarding the Appeals process for land use decisions.

Lee Weislogel requested time to discuss the Urban Growth Boundary under New Business.

4. Presentation by Portland State University Planning Study Group re: Transit Study

Chair Emery welcomed the PSU students and thanked them for attending the meeting to make their presentation.

The six project team members included Carl Switzer, Ethan Spoo, Shimon Israel, Keith Benjamin, Gary Berger and Maurico Leclerc. They are students of the Master of Urban and Regional Planning Program at Portland State University. For this project, they started with the question, "How can Sherwood best address its unmet demand for transit?" The project included two major pieces, 1) Transit Needs Assessment Survey & Report, and, 2) Summer Shuttle Pilot Plan Report. They gave a slide presentation that highlighted the main aspects of each report. The results showed that there is an interest in intra-City service as well as service to Tualatin. A hard copy of the report will be available at City Hall, Planning Department and distributed to the Commission members.

5. Community Comments

Matt Sprague, Alpha Engineering, 9600 SW Oak Street, Portland, Oregon, addressed the Commission. Mr. Sprague noted that he is working with Roy Kim on the Cannery site. They have submitted an application to the City.

Roy Kim, RKM Development, 15285 NW Central Drive, Suite 100, Portland, Oregon 97229, addressed the Commission. He has been working with the property owner of the Cannery site for redevelopment. He presented a conceptual plan for the site and noted:

- They are proposing retail stores that would front onto the street and a block of retail stores that would front onto Pine Street.
- A small public plaza is included in the plan.
- The site would also contain a larger anchor store such as a grocery store.

In response to Mr. Allen's question, Mr. Wechner said the Council held a public hearing on the Old Town Design Standards on May 28, 2002. Prior to adoption, the Council asked for a recommendation from the Commission regarding a letter from Alpha Engineering. This will be discussed under New Business tonight.

Mr. Sprague said the street standards that are a part of the Old Town Design Standards will be included with the conceptual plan for the Cannery site. In front of the farmer's market booth area, the sidewalk has been increased in width. He identified the zone lines on the conceptual plan.

Glen Houtari, 145 Ash Street, Sherwood, Oregon 97140, addressed the Commission. He wanted to know what was happening with the Old Town area of Sherwood. It looks like some interesting and exciting changes are being proposed.

Mr. Allen said the Sherwood Urban Renewal Advisory Committee (SURPAC) has been reviewing various designs for the Old Town area. Information was included in the June issue of the *Sherwood Gazette*. They have been looking at how the Old Town area could be developed. Planning for the Urban Renewal District will include several public open houses and public meetings. A public open house will be held on the Old Town Renewal Plan on June 24, 2002 at 6:30 PM at the Senior Center.

Mr. Wechner asked Mr. Houtari to contact the Planning Staff so that they could provide him with more detailed information.

6. Public Hearings

There were no public hearings.

7. New Business

7A. Report from Council Liaison

Mr. Shannon reported at the last Council meeting Councilmember Weeks supported a resolution for a Highway 99W Corridor zone change study. Commission member Bill Whiteman, attending as a citizen of the community, commented that until Sherwood adopts a transportation plan, it will be difficult to plan zone changes for Highway 99W. Mr. Shannon agreed with Mr. Whiteman. The type of study being proposed by Councilmember Weeks could cost the City about \$25,000. He thought it would be more appropriate to include this type of study with the City's Periodic Review of the Comprehensive Plan.

Chair Emery noted that the resolution for the study was passed by the City Council.

Mr. Wechner said Council directed Staff to begin the sub-area study immediately. Staff will go through the Planning Commission to determine the scope of the sub-area study. Because this is an unfunded study, he would like to get an estimate of the cost for this study.

Ms. Lafayette asked if the zoning districts would become unbalanced if this type of study was done for one small area of the City and not through the overall review of the Comprehensive Plan. She asked if Metro or the Department of Land Conservation & Development (DLCD) had to approve zone changes.

Mr. Wechner said the City would not do an "unbalanced" sub-area review. All of the property owners may not agree with changes to zoning. DLCD and Metro will review any rezone proposals. The sub-area planning study will be asking questions about density, circulation, appropriate uses, and impacts of any proposed changes in uses. The Metro Functional Plan, City Comprehensive Plan and State requirements will need to be met.

Mr. Jones noted that until the City adopts a Transportation System Plan (TSP), the criteria defaults to the Oregon Revised Statutes (ORS) which state a traffic study is required for any zone changes.

Ms. Lafayette said Washington County is in the process of holding public hearings on their Transportation System Plan.

Mr. Allen read part of Resolution 2002-023, Section 1, "The Planning Department staff shall undertake a sub-area study of properties to determine whether parcels within the corridor should be rezoned to better utilize access and more efficiently use developable land within the Highway 99W corridor; the boundaries of the sub-area are to be proposed by staff and confirmed by

Council.” He said the issue of access has to do with “whose property line touches what road where, not with the zoning of the property.”

Mr. Wechner said this is correct, but the use that is developed on that property is going to determine how that access affects other accesses on the roadway.

Mr. Keyes said this resolution is the result of a property owner of a High Density Residential (HDR) parcel on 99W wanting that parcel rezoned. This parcel is on the west side of 99W, just north of the Meinecke Road intersection. The property owner would like to have this parcel rezoned to commercial. The CAP Ordinance limits trips and it is based on all parcels developing within the current zoning. If a commercial zone is added that is a big traffic generator, Highway 99W is going to fail.

Mr. Wechner said there are other parcels in the 99W corridor that are zoned LDR. It may be more appropriate to rezone these to a commercial use. Some jurisdictions have used a process where one property would trade trips for another property.

Mr. Keyes said the CAP Ordinance does not allow for “trip trading” unless the properties are developed as a Planned Unit Development. He would not advocate for using trip trading unless the whole model for the CAP is looked at again.

The Commission will review the resolution and make a recommendation to Council on the issues that should be addressed in the sub-area study. They will send their comments to Mr. Wechner prior to the work session on June 18, 2002, so he can compile the responses.

Mr. Wechner said the Oregon Revised Statutes require a “periodic review” every 4-10 years. The City’s last review was done in 1997. The City is due for a periodic review. He would like to see the periodic review begin after Metro finishes with the urban growth boundary expansion this year.

Mr. Keyes said the Transportation System Plan and Periodic Review should be done in tandem because the TSP is modeled on how many trips are generated and how the road system works in the current zoning. Mr. Wechner agreed.

7B. Review Work Program

See discussion above.

7C. Urban Growth Boundary (UGB)

Mr. Weislogel reported that he attended a seminar entitled, “Pure speculation moving the urban growth boundary.” The seminar was held on May 31, 2002. Recommendations for the UGB were due to be submitted to Mike Burton, Metro Executive Officer, that day. Mr. Burton will make a recommendation to the Metro Council and the Council will make a decision on the UGB expansion by December 31, 2002. A Metro workshop on this subject will be held June 27, 2002 in Wilsonville.

Ms. Lafayette said the registration is at 6:30 PM and the program will start at 6:45 PM.

Chair Emery recessed the meeting for a 5-minute break to read the May 28, 2002 letter from Alpha Engineering. The meeting was reconvened at XX PM.

Mr. Wechner stated that the May 28, 2002 letter from Matt Sprague, Alpha Engineering, was included at part of the record during the public hearing on PA 01-04 Old Town Design Standards Plan Text Amendments. The two issues raised are as follows:

- Permit uses that are allowed in the Retail Commercial (RC) zone to be allowed within the High Density Residential (HDR) zone when limited to the first floor and adjacent to Columbia Street within the Old Town Overlay District.
- Increase the amount of parking allowed on the Cannery area portion of Old Town from 50% of that normally required by the City Code to 65%, in order to provide more parking for some of the uses planned in that area.

The City Council wanted the Commission to consider these two items and make a recommendation to the Council for the proposed plan text amendments. He noted that Jean Lafayette and Ken Shannon were in attendance at this Council meeting.

Ms. Lafayette said the Council felt that the Commission did a good job in recommending the changes to the Old Town District. They wanted the Commission's input on the two items brought up by Alpha Engineering prior to making a final decision.

The Commission asked if the 65% parking standard was a significant change from what is being proposed for parking.

Mr. Keyes said you would notice more parking, but you would need to consider whether the site improvements are worth the increase in parking. You would want to place less parking on the street facing side. Mr. Wechner noted that for every 19 spaces the standard requires planter strips or green space.

It was the consensus of the Commission that the two issues requested in the May 28, 2002 letter from Alpha Engineering be made a part of the plan text amendments for PA 01-04 Old Town Design Standards.

There being no further business to discuss, Chair Emery adjourned the regular meeting at 9:00 PM to a work session.

The work session was adjourned at 10:00 PM.

Respectfully submitted,

Planning Department